



Education Standards and Practices Board  
2718 Gateway Avenue, Suite 303  
Bismarck, ND 58503-0585  
(701) 328-9641 Fax (701) 328-9647  
<http://www.nd.gov/espb>

**If you have a job pending, you may be eligible for the 40-Day Provisional License.**

### **Directions for a 40-Day Provisional License**

Please submit a completed application form, transcripts from each college attended, and all applicable fees in order to be eligible for the 40-Day Provisional License.

**While your background check is being completed and/or pending the receipt of official transcripts, or other original documents:**

- Attach a letter from your administrator, along with your completed application form, indicating the school district is willing to hire you without your fingerprint/criminal background check being complete.
- Attach a letter indicating you have been convicted of no crimes (if it is a true statement), as well as your intent to accept the position. If something will show on your background check, provide an explanation and copies of court records.
- Fax completed application form, transcripts, and all supporting documentation to 701-328-9647. **You will be responsible for mailing all original documents to the Education Standards and Practices Board.**
- Submit additional \$25.00 fee for the 40-Day Provisional License, as well as all other applicable licensure fees.

**The 40-Day Provisional License will not be issued until we receive all appropriate paperwork and fees. If you are applying for an out-of-state reciprocal license, we must receive your signed reciprocal plan before issuing your 40-Day Provisional License.**